

**SUBCHAPTER 7  
SALARIES AND WAGES**

**350-100. Salaries of Mayor and Members of the Common Council.**

**1. MAYOR.** At the commencement of the 2004 term of office, the mayor's salary shall be placed at the tenth step of the salary grade to which the position is assigned under the management pay plan, based on rates in effect at the commencement of the 2000 term. Effective pay period 10 2005, the mayor's salary shall be placed at the seventh step of the salary grade in effect at the commencement of the 2004 term. Effective pay period 10 2006, and in each year thereafter in pay period 10, the mayor's salary shall be advanced one step within the assigned salary grade, based on rates in effect at the commencement of the term. This movement through the steps of the salary grade shall continue in subsequent terms of office, based on rates in effect at the commencement of the term, until the maximum of the grade has been attained.

**2. COMMON COUNCIL MEMBERS.**

At the commencement of the 2004 term of office, the salary for members of the common council shall be placed at the eighth step of the salary grade to which this position is assigned under the management pay plan, based on rates in effect at the commencement of the 2000 term. Effective pay period 10 2005, the salary shall be placed at the fifth step of the salary grade in effect at the commencement of the 2004 term. Effective pay period 10 2006 and in each year thereafter in pay period 10, the salary shall be advanced one step within the assigned salary grade, based on rates in effect at the commencement of the term. This movement through the steps of the salary grade shall continue in subsequent terms of office, based on rates in effect at the commencement of the term, until the maximum of the grade has been attained.

**3. COMMON COUNCIL PRESIDENT.** At the commencement of the 2004 term of office, the salary of the common council president shall be placed at the twelfth step of the salary grade to which common council member positions are assigned under the management pay plan, based on rates in effect at the commencement of the 2000 term. Effective pay period 10 2005, the salary of the common council president shall be placed at the ninth

step of that salary grade in effect at the commencement of the 2004 term. Effective pay period 10 2006 and in each year thereafter in pay period 10, the salary of the common council president shall be advanced one step within the assigned salary grade, based on rates in effect at the commencement of the term. This movement through the steps of the salary grade shall continue in subsequent terms of office, based on rates in effect at the commencement of the term, until the maximum of the grade has been attained.

**350-102. Rules of Uniformity of Compensation for Similar Service.**

Appropriations and payments of compensation or rates of wages provided for offices or employment in the city service shall be uniform for all offices or employment having substantially similar work requirements, duties, authority and responsibility, and similar requirements as to training and experience; and that the schedules and specifications of grade, titles and compensation of offices or employment when adopted by ordinance by the common council shall be the basis of employment control of all offices or employment in the city service.

**350-104. Prohibition of Additional Compensation.**

No person holding a position or employment in any department, bureau, institution, board or commission to which this chapter applies and for which a definite salary or wage has been appropriated or designated shall receive any extra salary or compensation in addition to that so fixed.

**350-106. Advancement from Grade to Grade.**

An increase above the maximum salary rate of an existing grade of position shall not be made except in case of increased duties or responsibilities which actually involve a change of position. Whenever the common council shall have advanced an office or employment in the classified service to a higher grade than theretofore existed and increased the salary thereof, no payment of such advanced salary shall be made to the officer or employee filling position until such time as certification has been made to the higher grade, in accordance with the city civil service act and rules.

## **350-108 Employee Regulations And Benefits**

**350-108. Biweekly Payment of Salaries and Wages.** The salaries and wages of all city officers and employees shall be paid biweekly.

**350-110. Payrolls; Certificate to be Attached.**

There shall be affixed to payrolls or accounts of salaries or wages a certificate, made by the person preparing such payroll to the effect that reports of the employment of the person or persons on said payrolls have been sent to the department of employe relations for recording such employment, and that there is a time record on file in said department, bureau or commission, certified by the person or persons having knowledge of the facts, showing the character of service and the exact time of employment of such person or persons, excepting department heads and other officers and employes within a department of whose time the head of the department and the director of employe relations deem it impracticable to keep an exact record, and that the distribution or division of the time of such person or persons on such payrolls is in accordance with such time record.

**350-112. Payroll Procedure. 1. DEPARTMENT TO PREPARE.** The heads of all departments, bureaus and commissions shall prepare their several payrolls or accounts of salaries and wages in accordance with the schedules and specifications for personnel service adopted by the common council. Said heads of departments, bureaus and commissions shall arrange to have payrolls or accounts of salaries and wages sent directly to the office of the department of employe relations for check and certification. Department heads shall, in advance of transmission of payrolls and accounts of salaries and wages, report all changes affecting employment in offices and positions under the jurisdiction of the department of employe relations on blank forms, provided by the office of the department of employe relations; the office of the department of employe relations shall forward to the city comptroller such payrolls or accounts of salaries or wages of officers or employes whose title and compensation conform to the titles, specifications and compensation grades fixed by the common council.

**2. VERIFICATION.** After schedules and specifications of grades and titles of offices and employment have been adopted by the common council, the city service commission shall withhold such certifications to such payrolls or accounts of salaries or wages which are not in conformity with such schedules; supplementary payrolls, with corrected items, shall be prepared for check and certification by the office of the city service commissioners before transmission to the city comptroller's office; and no payroll or account of salaries or wages shall be received or moneys authorized or paid by the city comptroller, city treasurer, or any other city authority for services of any officers or employes unless such payroll or account of salaries or wages bears the certification of the office of the city service commissioners.

**350-114. Salary Changes to be Referred to the Finance and Personnel Committee.**

**1. POSITION TO BE INVESTIGATED.** All salary ordinances and resolutions and all requests for additions and changes in the specifications for personnel service shall be referred to the committee on finance and personnel for investigation and report. In all such salary ordinances and resolutions or reports of the creation of new positions or of changes in existing positions there shall be included only those standard titles adopted hereby and included in the specifications for personnel service set forth in Schedule A or such as shall be approved hereafter by the city service commission and shall have been certified to the common council by the said commission as properly descriptive of the duties to be performed and as conforming to the standard services, grades and titles, and to the compensation rates approved as a guide only in determining and revising salary ordinances provided in the specifications for personnel service.

**2. APPROVAL REQUIRED.** In recommending to the common council the fixing of salaries of positions, the committee on finance and personnel shall certify that the titles of such positions have been approved by the city service commission and that the positions have been properly classified. No title so prescribed shall be changed except on recommendation of the city service commission and approval or disapproval by the committee on finance and personnel whose report shall be submitted to the common council for final action.

**[Pages 971 and 972 are blank]**

**[This page blank]**